



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Specifications and Advertisement for Bids for Printed Utility Bills, 1996 Requirements

MEETING DATE: February 7, 1996

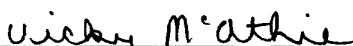
PREPARED BY: Finance Director

RECOMMENDED ACTION: That the City Council approve the specifications and authorize advertisement for bids for the printing and delivery of 225,000 City Utility Bill Forms, and 25,000 Delinquent Utility Bill Forms.

BACKGROUND INFORMATION: In 1995, the first year the City bid its annual requirement for utility bills, savings were \$975, or 15% below 1994 costs when requirements were bid periodically as needed. This savings was realized despite a 40% increase in paper costs during the same period. It is therefore staff's recommendation to continue the annual bid for utility bills requirements.

FUNDING: Funding for Utility Bills is included in the Finance Department's Billing Division annual budget.
Estimated cost: \$6,500

BID OPENING: February 21, 1996


Vicky McAthie, Finance Director

Prepared by Joel Harris, Purchasing Officer

APPROVED: _____


H. DIXON FLYNN
City Manager

SPECIFICATIONS

CITY OF LODI ELECTRIC UTILITY BILL FORMS

I. UTILITY BILL, #BLG-105 (Rev. 8/94)

Size: 8-1/2" x 11"
Paper: 24-lb. Champion Datacopy XEO White Bond;
Moisture Content: 3.5% - 6%; Long Grain.
Printing: Two Sides:
Front: Black, Pantone Purple, PMS 347 Green;
5-5/16" logo, screened to approx. 10%.
Back: Black Ink, screened to 50%.
(ALL PRINTING PER FURNISHED SAMPLE)
Perforation: One horizontal edge-to-edge micro-perforation
located 7-9/16" below top of form.
Perforation must be 50-918CB, done on-line
with printing operation, against a hardened anvil,
with teeth offset.
Compatibility: Paper, ink, and micro-perforation must be suitable to run
without jamming, tearing, wrinkling, or loss of ink on a
Hewlett Packard LaserJet IIISi printer.
Finishing: Finished forms shall be packaged loosely shrink-wrapped
in reams of 500, packed 5 reams per carton;
All cartons must be marked with item description,
quantity, and order number.

II. DELINQUENT UTILITY BILL, #BLG-001 (Rev. 9/94)

Size: 8-1/2" x 11"
Paper: 24-lb. Champion Datacopy XEO Canary Bond;
Moisture Content: 3.5% - 6%; Long Grain.
Printing: Two Sides:
Front: Black Ink;
Back: Black Ink, screened to 50%.
(ALL PRINTING PER FURNISHED SAMPLE)
Perforation: One horizontal edge-to-edge micro-perforation
located 7-9/16" below top of form.
Perforation must be 50-918CB, done on-line
with printing operation, against a hardened anvil,
with teeth offset.
Compatibility: Paper, ink, and micro-perforation must be suitable to run
without jamming, tearing, wrinkling, or loss of ink on a
Hewlett Packard LaserJet IIISi printer.
Finishing: Finished forms shall be packaged loosely shrink-wrapped
in reams of 500, packed 5 reams per carton;
All cartons must be marked with item description,
quantity, and order number.